

SAN MATEO

February 3-6, 2005

San Mateo County Expo Center, 2495 S. Delaware, San Mateo, CA 94403
Phone: 650-574-3247; Fax: 650-574-3985; www.sanmateoexpo.org

HOURS

Public Hours

***All exhibits must be staffed during ALL show hours**

Thursday-Fri: 12pm – 8pm
Saturday: 10am – 7pm
Sunday: 10am – 4pm

Set-Up & Registration Hours

***All vehicles must be off show grounds by 11am Thur.**

***No Drive-in after 5pm Wed.; No drive-in on Thur.**

Bulk Areas:

Tuesday: 1pm – 7pm
Wednesday: 9am – 3pm

All Booth Numbers:

Tuesday: 3pm – 7pm
Wednesday: 9am – 9pm
Thursday: 8am – 11am

Booths in Drive Aisles

Wednesday: 4pm – 9pm
Thursday: 8am – 11am

Booths Blocking Freight Doors

Wednesday: 6pm – 9pm
Thursday: 8am – 11am

Move-Out Hours

Sunday: 4:15pm – 9pm
Monday: 8am – 12pm

CONTACT INFORMATION

Decorator/Electrical

Modern Exposition Services
(Mail only address.)
424 South 700 East
Salt Lake City, UT 84070
Customer Service: Ph: 801-983-8160
Fax: 801-521-3040 exponet@modernexpo.com

Phone Service

Pacific Bell
Phone: 800-339-3204 or 408-339-0124
Fax: 866-512-1384
(Orders must be placed within 30 days of show.)

Headquarter Hotel

Marriott - San Mateo
1770 South Amphlett Blvd.
San Mateo, CA 94402
\$83 Room + 10% + \$1.30 tax; Cut-off: 1/9/05
Phone: 650-653-6000; Fax: 650-653-6077
Airport and show shuttle available
Hotel Restaurant and Lounge.
*See Exhibitor services chart page 20-21, for more information.

Registration & Set-up:

Directions to Registration Desk - Exhibitor Registration is located in the Fiesta Hall, (Fly Fishing Hall). For Hunting Halls, access through the west lot (PSC Gate) and (F Gates) for the north Grounds. For Fly Fishing access through the east lot, (Gate D). For Sportfishing Hall access through the east lot, (Gate CC).

Exhibitor Badges - Badges are required before set-up and need to be picked up at registration.

Unloading - Exhibitors may drive into the building. Quickly unload, park your vehicle in the lot, and then set-up your exhibit.

ALL VEHICLES MUST BE OFF THE SHOW GROUNDS BY 11:00 am Thursday, to open the show.

Late Arrival - Exhibitors arriving after the show opens will not be permitted to set-up; your space is forfeited.

Exhibitor Parking: On-site parking - \$24 event pass per space or \$7 per day w/o permit; Purchase parking at Exhibitor Registration Tuesday and Wednesday Set-up hours only. *Parking rates are subject to change.* **All Empty trailers and large trucks MUST** be parked at the **far south-end of the race track.** (See Exhibitor Registration at show for directions.)

Sales Tax: 8.75% (tax rate subject to change)

Permits Required:

Food - Permit and Certificate of Insurance REQUIRED for ALL food distribution; including candy and water. Please call Sabrina @ ISE (360)693-3700 X203 for the application and instructions.

Sellers Permit - ALL exhibitors are required to register for sales tax; fill out a BOE-410-D. See page 3 for details.

Tear Down Instructions: Early tear down is NOT permitted!

Keep displays OFF the aisle carpet! - **4:15pm Vehicle may line-up at drive-in gates. 5:00pm building drive-in doors will open.** Exhibitor vehicles are to enter the grounds at gates per set-up procedure as soon as the public is clear from the grounds.